



28 April 2016

Mr Peter Teutscher  
Chairman  
Australian Aircrew Officers Association

Email: office@aoaaustralia.org

Dear Mr Teutscher,

### **Reminder of actions required when persons elected to office**

The Australian Electoral Commission has provided the Fair Work Commission (the Commission) a declaration of results for the election [E2016/52]. This letter is a reminder of certain obligations imposed on organisations and persons elected to office.

Section 154D(1) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act) requires the rules of organisations (and branches of organisations) to require each officer with financial management duties to undertake approved training that covers those duties within 6 months after the person begins to hold office. Please ensure that relevant officers undertake approved training within the required timeframe.

Please also ensure that all new holders of office are advised of their obligations to make disclosures regarding remuneration, non-cash benefits and material personal interests, the details of which should be provided for in your organisation's rules.

Also, section 233(2) of the RO Act requires that an organisation must notify the Commission **within 35 days of any changes** to the holders of office in the organisation. **If there are no changes a notification is not required.** If the election has resulted in **any changes** to the holders of office, the Australian Aircrew Officers Association must notify the Commission of these changes. In particular, please advise:

1. Person(s) who have ceased to hold office:
  - the name of the office vacated;
  - the date of the change of office holder; and
  - the name of the person vacating the office.
2. Person(s) who have commenced to hold office:
  - the name of the office now held;
  - the date of the change of office holder;
  - the name of the person now holding the office;
  - the postal address of the person (generally the postal address of the organisation); and
  - the occupation of the person now holding the office.

The notification must include a declaration by the Secretary (or other prescribed officer) that the information is a correct statement of the changes made. I have attached a template notification of changes which may assist you. If any change does not apply until a specific date, you don't need to notify until then (e.g. AGM, 1 January, 2nd Monday in March). If you have already lodged this information, please disregard this reminder.

Regards  
Michael Moutevelis  
Regulatory Compliance Branch

**NOTIFICATION OF CHANGES TO RECORDS (Changes to Records in the Annual Return) required to be kept in accordance with section 230 *Fair Work (Registered Organisations) Act 2009* and regulation 147 *Fair Work (Registered Organisations) Regulations 2009***

I, [NAME], being the [OFFICER] of the [ORGANISATION NAME], declare the following:

1. I am authorised to make this declaration.
2. The following is a correct statement of the changes made to the information contained in the records required to be kept by the organisation in accordance with s.230(1)(b), (c), and (d) of the *Fair Work (Registered Organisations) Act 2009*:

[delete all that do not apply]

- On [DATE] the address of the organisation changed to [STREET ADDRESS].<sup>1</sup>
- On [DATE] the name and/or address of a branch[es] of the organisation changed to:<sup>2</sup>
  1. [include OLD name and address and NEW name and address of every branch that has changed]
  2. ...
- A list of changes to offices and the names, postal addresses and occupations of persons holding those offices is attached to this declaration at Annexure A and forms part of this declaration.
- On [DATE] the following branch[es]:<sup>3</sup>
  - COMMENCED/CEASED operation:
    1. [include name of each new branch]
    2. ...

Signed: [SECRETARY OR OTHER AUTHORISED OFFICER]

Dated: [DATE]

**[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within 35 days of the change. It can be submitted to [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au).]**

---

<sup>1</sup> s.230(1)(d); reg.147(d)

<sup>2</sup> s.230(1)(d); reg.147(a) & (d)

<sup>3</sup> s.230(1)(d); reg.147(b) & (c)

## ANNEXURE A

- Changes to Offices and Office Holders in the Organisation and its Branches [*insert as many pages as required*]:

*Please note the 35 days begins at the earliest event (for instance when the officer retires) and an organisation may need to notify the events separately if the appointment or election process will take longer than 35 days.*

Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Reason for change	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder (for privacy reasons, we recommend NOT a private address)	Occupation of <u>New</u> Office Holder
<i>National</i>	<i>1.1.2014</i>	<i>Secretary</i>	<i>Full Name</i>	<i>Retiring</i>	<i>Full Name</i>	<i>c/- the Registered Organisation, postal address of Registered Organisation</i>	<i>Paid official</i>
	<i>25.12.2013</i>	<i>President</i>	<i>vacant</i>	<i>Scheduled Election</i>	<i>Full Name</i>	<i>As above</i>	<i>mechanic</i>
...							
<i>NSW</i>	<i>1.1.2014 (resigned) 7.1.2014 (appointed)</i>	<i>President</i>	<i>Full Name</i>	<i>Resignation</i>	<i>Full Name</i>	<i>c/- the Branch, postal address of the Branch</i>	<i>mechanic</i>
		<i>Committee of Management Member</i>	<i>Full Name</i>	<i>Scheduled Election</i>	<i>Full Name</i>	<i>As above</i>	<i>mechanic</i>
		<i>Treasurer</i>	<i>Full Name</i>	<i>Scheduled Election</i>	<i>vacant</i>	<i>vacant</i>	<i>vacant</i>
...							

**svc-adlib5**

---

**From:** Loriza Kean <Loriza.Kean@aec.gov.au>  
**Sent:** Wednesday, 27 April 2016 2:35 PM  
**To:** Orgs; 'pete.teutscher@aoagroup.org'  
**Cc:** Nikki Horton; QLD Elections - QLD  
**Subject:** Declaration of Results - Australian Aircrew Officers Association E2016/52  
[DLM=For-Official-Use-Only]  
**Attachments:** Declaration of Results for Uncontested Offices.pdf

## For-Official-Use-Only

Good afternoon

Attached is the declaration of results for the Australian Aircrew Officers Association Election.

Kind regards

**Loriza Kean | Divisional Office Clerk**  
Division of Dawson | QLD  
Australian Electoral Commission  
T: (07) 4957 8599 | F: (07) 3049 2184



Make sure you're **enrolled to vote**.  
Visit [www.aec.gov.au](http://www.aec.gov.au)

## For-Official-Use-Only

DISCLAIMER:

If you have received this transmission in error please notify us immediately by return email and delete all copies. If this email or any attachments have been sent to you in error, that error does not constitute waiver of any confidentiality, privilege or copyright in respect of information in the email or attachments.

**- Australian Aircrew Officers Association  
AAOA Scheduled/Vacancy Election E2016/52**

**Declaration of Results for Uncontested Offices**

Below are the results of the election for the following offices, conducted in accordance with the provisions of the *Fair Work (Registered Organisations) Act 2009* and the rules of the organisation.

**Australian Aircrew Officers Association**

**Chairman**

Candidates

TEUTSCHER, Johannes Jacobus Peter

**Deputy Chairman**

Candidates

TURNER, Ian

**Secretary**

Candidates

MAYFIELD, Justin

**Treasurer**

Candidates

SAUNDERS, David Allen

**General Committee Member (2)**

Candidates

BELL, David  
GIBSON, Travis

As the number of nominations accepted did not exceed the number of positions to be filled, I declare the above candidates elected.



Loriza Kean  
Returning Officer



## DECISION

*Fair Work (Registered Organisations) Act 2009*  
s.189—Arrangement for conduct of an election

### **Australian Aircrew Officers Association** (E2016/52)

MR ENRIGHT

MELBOURNE, 25 JANUARY 2016

*Arrangement for conduct of election.*

[1] On 7 January 2016 the Australian Aircrew Officers Association (the organisation) lodged with the Fair Work Commission the prescribed information in relation to an election.

[2] On 19 January 2016 the organisation lodged amended prescribed information in relation to an election for the following offices:

Chairman	(1)
Deputy Chairman	(1)
Secretary	(1)
Treasurer	(1)
General Committee Member	(2)

[3] I am satisfied that an election for the abovenamed offices is required to be held under the rules of the organisation and, under subsection 189(3) of the *Fair Work (Registered Organisations) Act 2009*, I am making arrangements for the conduct of the election by the Australian Electoral Commission.



[2016] FWCD 179

DELEGATE OF THE GENERAL MANAGER

Printed by authority of the Commonwealth Government Printer

<Price code A, PR575988>

## svc-adlib5

---

**From:** Kate Palmes <kate.palmes@aoagroup.org>  
**Sent:** Tuesday, 19 January 2016 2:18 PM  
**To:** MOUVEVELIS, Michael  
**Cc:** office@aoaaustralia.org  
**Subject:** Re: FW: Notice and Statement of Prescribed Information For an Election  
**Attachments:** 20160119111907414.pdf

Dear Michael

Thank you very much for your assistance yesterday, I have now met with the Secretary and we have amended our submission.

I attach the revised submission and would be grateful if you could let me know if you can see any problems.

Best regards

Kate

Kate Palmes  
AGSA  
AAOA

On Thu, Jan 14, 2016 at 10:37 AM, MOUVEVELIS, Michael <[Michael.MOUVEVELIS@fwc.gov.au](mailto:Michael.MOUVEVELIS@fwc.gov.au)> wrote:

Dear Kate

Thank you for the submission of the attached Prescribed Information (PI). There are a few issues that I wish to discuss with you, or an appropriate person within the Australian Aircrew Officers Association Group relating to the following;

- The need for some form of evidence that the General Committee has determined that the number of General Committee Members will be three for this election
- The anomaly regarding the proposed dates for the notification of the election and the date that nominations will close with regard to the required minimum of 28 days as set out in the rules
- That the PI was lodged on and not before the prescribed day
- That the term of office of the person who is currently the Deputy-Chairman will expire at the same time as the other offices listed in the PI and thus does not require a resignation.

Could you please provide me with an appropriate contact name and phone number in order to discuss these issues. Alternatively I can be contacted on the number below.



Regards

**Michael Moutevelis**

Regulatory Compliance Branch

Fair Work Commission

Tel: (02) 9308 1974

Fax: (02) 9380 6990

[michael.moutevelis@fwc.gov.au](mailto:michael.moutevelis@fwc.gov.au)

Level 10, Terrace Tower, 80 William Street, East Sydney NSW 2011

[www.fwc.gov.au](http://www.fwc.gov.au)

**From:** Kate Palmes [mailto:[kate.palmes@aoagroup.org](mailto:kate.palmes@aoagroup.org)]

**Sent:** Thursday, 7 January 2016 4:41 PM

**To:** Orgs

**Subject:** Notice and Statement of Prescribed Information For an Election

Please find attached a Notice and Statement of Prescribed Information for an Election for the Australian Aircrew Officers Association for the attention of the delegate for General Manager Fair Work Commission.

With best regards

Kate Palmes

AGSA

AAOA

Please consider the impact to the environment and your responsibility before printing this email. This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the sender.

**Notice and Statement of Prescribed Information for an Election**

Delegate for General Manager Fair Work Commission  
GPO Box 1994  
MELBOURNE VIC 3001

Dear Delegate

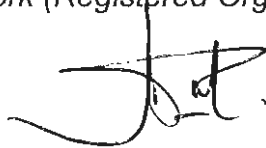
I, Johannes Jacobus Peter Teutscher, being the secretary of the Australian Aircrew Officers Association, make the following statement:

I am the secretary of the Australian Aircrew Officers Association,

I am authorised to lodge the following prescribed information concerning forthcoming elections in the Australian Aircrew Officers Association, and

I confirm that the following information is being lodged under subsection 189(1) of the *Fair Work (Registered Organisations) Act 2009*.

Signed:

A handwritten signature in black ink, appearing to be 'J. Teutscher'.

Dated:

19 JANUARY 2016.

---

**Offices/Positions**

Chairman (Direct Voting System)
Deputy Chairman (Direct Voting System)
Secretary (Direct Voting System)
Treasurer (Direct Voting System)
General Committee Member – 2 Vacancies (Direct Voting System)

**Reasons for election:**

- Election for all offices and positions is required as the terms of office are due to expire in the normal course of events under the rules of the organisation.
- The AAOA General Committee did not determine the number of General Committee Members to be elected, therefore the number is two (2) (rule 24.b.2).

**Elected by:**

- The electorate for the direct voting system is all Financial Members (rule 39.c).

**Nominations open:**

- 12 noon, 21 March 2016 (rule 39.e.ii)

**Nominations close:**

- 12 noon, 19 April 2016 (rule 39.e.ii)

**Cut off date for roll:**

- 7 days prior to the opening date for nominations (rule 39, I), ii).

**Other Key Dates**

- As determined by the Australian Electoral Commission

If you require further information, please do not hesitate to contact Peter Teutscher, Secretary of the Australian Aircrew Officers Association, on +64 21 330836 or at [pete.teutscher@aoaaustralia.org](mailto:pete.teutscher@aoaaustralia.org).

07 January 2016

Delegate for General Manager Fair Work Commission  
GPO Box 1994  
MELBOURNE VIC 3001

Dear Delegate

**Notice and Statement of Prescribed Information for an Election**

I, Johannes Jacobus Peter Teutscher, being the secretary of the Australian Aircrew Officers Association, make the following statement:

I am the secretary of the Australian Aircrew Officers Association,

I am authorised to lodge the following prescribed information concerning forthcoming elections in the Australian Aircrew Officers Association, and

I confirm that the following information is being lodged under subsection 189(1) of the *Fair Work (Registered Organisations) Act 2009*.

Signed:



Dated: 07 January 2016

## **Further Information**

- The ballot must remain open for not less than 21 days (rule 39, s), therefore it is intended that the ballot open no later than 04 April 2016.
- The closing day for nominations must be at least 28 days after notice is given (rule 39, e), ii), therefore it is intended that notice of the election given by no later than 29 February 2016.

If you require further information, please do not hesitate to contact Peter Teutscher, Secretary of the Australian Aircrew Officers Association, on +64 21 330836 or at [pete.teutscher@aoaaustralia.org](mailto:pete.teutscher@aoaaustralia.org).

---

## Offices/Positions

- A. Chairman
- B. Treasurer
- C. Secretary
- D. General Committee Members (3 vacancies)
- E. Deputy-Chairman

## Reasons for election:

- Election for offices and positions A to D is required as the terms of office are due to expire in the normal course of events under the rules of the organisation.
- Election for offices marked E is required as the current incumbent will resign upon the expiry of the term of the other officers.

## Elected by:

- The election will be conducted using a direct voting system.
- The method of deciding the result of the ballot is by a first-past-the-post system (rule 39, dd).
- The electorate for the ballot is all eligible members whose name appears on the roll of voters for the ballot (rule 39, c).
- An eligible member is defined as a person who was a financial member of the Australian Aircrew Officers Association on the day that nominations open (rule 39, c).

## Nominations open:

12:00 Noon on 07 March 2016

## Nominations close:

12:00 Noon on 21 March 2016

## Cut off date for roll:

29 February 2016 - 7 days prior to the opening date for nominations (rule 39, l), ii).